

Youth Farm Safety Education and Certification Program

**(Formerly titled Hazardous Occupations Safety
Training for Agriculture Program)**

FY 2006 Request for Applications

APPLICATION DEADLINE: April 24, 2006



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE**

YOUTH FARM SAFETY EDUCATION AND CERTIFICATION PROGRAM

(Formerly titled Hazardous Occupations Safety Training for Agriculture Program)

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500, Cooperative Extension Service.

DATES: Applications must be received by the close of business (COB) on April 24, 2006 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted as provided for in the **DATES** portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Branch; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Youth Farm Safety Education and Certification Program RFA.

EXECUTIVE SUMMARY: CSREES requests applications for the Youth Farm Safety Education and Certification (YFSEC) program for fiscal year (FY) 2006 to develop curriculum and programming based on the North American Guidelines for Children's Agricultural Tasks (NAGCAT) and implementation of farm safety education focused on underserved and/or minority youth. In FY 2006, CSREES anticipates that approximately \$440,000 will be available for support of this program.

This RFA identifies the objectives for YFSEC projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a YFSEC grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

This program is authorized under the Smith-Lever Act of May 8, 1914, as amended, (7 U.S.C. 341 et seq.) with funding anticipated under Section 3(d) of the Smith-Lever Act (7 U.S.C. 343(d)) line item for Youth Farm Safety Education and Certification in the FY 2006 Appropriations Act.

The current regulations for employment of youth in agriculture and exemptions are provided in [29 CFR Part 570, subpart E-1](#). These regulations provide exemptions for youth under the age of 16 employed in some agricultural occupations, provided they obtain certification. Significant changes in agricultural production, and in the agricultural workforce since this Hazardous Order (HO) was implemented in the early 1970s, have encouraged the USDA to work with the U.S. Department of Labor in considering innovative training and certification and also in developing appropriate training and restrictions concerning youth employment in hazardous agricultural jobs.

B. Purpose and Priorities

The YFSEC program supports national efforts to deliver timely, pertinent, and appropriate training to youth actively working, with or without compensation, in agricultural production, regardless of whether the production is or is not family-owned. The YFSEC program has the following three objectives:

- 1. Support Current Standards** – Support existing HOs by updating and assessing curricula, testing, procedures, and certification means. Determine resources required to maintain a national certification program.
- 2. Conduct Studies to Support Policy and Program Development** – Research the effectiveness of current HOs, and the health, labor, and economic impacts of altering current HOs. Study employment trends in the employment of youth in agriculture, and skills needed in agriculture that will impact the education and certification needs of youth.
- 3. Develop Programs to Address Special Needs** – Identify and develop educational programs that mitigate agricultural hazards to young workers, regardless of their knowledge, experience, ability, ethnicity, or culture.

Applications will be accepted under all three objectives. However, in FY 2006 priority will be given to specific needs under objective 3. These needs are:

- 1. Utilize the North American Guidelines for Children's Agricultural Tasks (NAGCAT).** Stakeholder input has identified a need to disseminate the guidelines and increase knowledge and awareness of age appropriate tasks through extension programs. The NAGCAT provides a foundation for curriculum and program development for youth educational activities for multiple age groups. CSREES intends to fund 4 to 6 proposals (one or more to 1890 institutions) that will

develop curriculum, educational programming and evaluation based on the NAGCAT guidelines for multiple geographic regions.

2. Implementation of projects focusing on underserved and/or minority youth. CSREES intends to fund one or more applications that will establish a youth farm safety extension education program for underserved and/or minority youth.

Applicants may review past Hazardous Occupations Safety Training for Agriculture (HOSTA) awardees' objectives on the Internet at:

<http://www.csrees.usda.gov/funding/pdfs/Orientation.pdf>. Applicants may contact past awardees to request copies of materials developed in support of their objectives.

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application or to make a specific number of awards. CSREES anticipates that approximately \$440,000 will be available to fund applications in FY 2006.

B. Type of Application

In FY 2006, applications may be submitted to the YFSEC Program as a new application. This is a project application that has not been previously submitted to the HOSTA or YFSEC Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

In FY 2006, the YFSEC program has established a maximum award size of \$80,000. Project periods may not exceed four (4) years.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only Extension Directors and Administrators of 1862 Land-Grant Institutions and 1890 Land-Grant Institutions are eligible to apply for YFSEC funds. Any Land-Grant Institution employee with an Extension appointment may serve as Project Director (PD) or Co-PD. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

B. Cost Sharing or Matching

There are no matching requirements associated with the YFSEC program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request an Application Package

Program application materials are available at the CSREES Funding Opportunities web site (http://www.csrees.usda.gov/funding/forms_standard.html) or Grants.gov. To access the materials via Grants.gov, go to <http://www.grants.gov>, click on “Find Grant Opportunities,” click on “Basic Search,” and enter “10.500” to search by CFDA number. From the search results, select the item that correlates to the title of this RFA. If you do not have access to the web page or have trouble downloading material and you would like a hard copy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the Youth Farm Safety Education and Certification Program. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to psb@csrees.usda.gov. State that you want a copy of the RFA and the associated application forms for the Youth Farm Safety Education and Certification program.

B. Content and Form of Application Submission

Applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

- (a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single- or double-spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).
- (b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.
- (c) Staple the application in the upper left-hand corner. Do not bind. An original and eight (8) copies (nine (9) total) must be submitted in one package, along with four (4) additional copies of the Project Summary, Form CSREES-2003, as a separate attachment.
- (d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.
- (e) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)

- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Project Description
- (5) References
- (6) Appendices to Project Description
- (7) Key Personnel
- (8) Collaborative Arrangements (including Letters of Support)
- (9) Conflict of Interest List (Form CSREES-2007)
- (10) Budget (Form CSREES-2004)
- (11) Budget Narrative
- (12) Current and Pending Support (Form CSREES-2005)
- (13) Assurance Statement(s) (Form CSREES-2008)
- (14) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (15) Proposal Cover Page B (Form CSREES-2002), Personal Data on Project Director

2. Proposal Cover Page (Form CSREES-2002)

Page A

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PDs and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the Proposal Cover Page, and Page B, which is the Personal Data on Project Director.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or

phraseology should be avoided where possible. In addition, introductory phrases such as “investigation of,” “research on,” “education for,” or “outreach that” should not be used.

(c) Program to Which You Are Applying (Block 8.). Enter Youth Farm Safety Education and Certification. **Also, in block 8, please identify, if available, the Department of Health and Human Services’ Payment Management System (DHHS-PMS) Payee Identification Number (PIN) that has been assigned to your organization for CSREES awards. This is a four character alpha numeric code used by DHHS-PMS to associate the Entity Identification Number (EIN) with the recipient’s business office where the financial responsibility and accountability for the organization rests. If a PIN has not been assigned to your organization, you will be assigned a DHHS-PMS PIN if and when an award has been made to your organization.**

(d) Proposed Start Date (Block 12.). Between 7/1/2006 and 9/30/2006

(e) Type of Request (Block 14.). Check the block for “New”.

(f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19 to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(g) Other Possible Sponsors (Block 21). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not allowed.

Page B

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PDs. CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the proposal cover page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a Project Summary, Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the YFSEC program. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003). Funded projects will have these summaries posted to our web site.

5. Project Description

The Project Narrative shall not exceed twenty (20) pages of written text and up to five (5) additional pages for figures and tables. This maximum (twenty-five (25) pages) has been established to ensure fair and equitable competition. The project narrative must include all of the following:

(a) Introduction: Substantiate the need for the proposed project by summarizing past, recently completed, or current relevant activities. Estimate the magnitude of the needs addressed by the proposed project and the proposed projects relevance to stakeholders (See Part I, B). Include preliminary or accepted data, findings or other information pertinent to the proposed project. Clearly state the long-term goal(s) and implications of the proposed project. Detail the characteristics of the proposing institution that make it particularly qualified to conduct the proposed work.

(b) Work Plan: Provide clear, concise, complete, and logically arranged statements of the project's specific objectives. Under each statement, describe the designated methodology required for achieving each objective. Consider feasibility, applicability and cost. Arrange objectives and corresponding methodologies sequentially. Where appropriate, describe:

- (1) Plans for complying with Institutional Review Board (IRB) policies for information collection and dissemination (see Part IV, B., 13 (c) for CSREES requirements);
- (2) Stakeholder involvement in problem identification, planning, implementation, and evaluation;
- (3) Means for communicating project results to stakeholders and the public;
- (4) Potential hindrances to achieving objectives;
- (5) Limitations to proposed methods; and

(6) Procedures for evaluating efficacy of project.

(a) Cooperation and Institutional Units Involved: Detail cooperative, multi-institutional, and multi-disciplinary partnerships proposed. Identify the lead institution or institutional unit and clearly define each partner's roles and responsibilities. When appropriate, the project should coordinate with other state or national programs.

(b) Facilities and Equipment: Describe facilities and equipment available to the project. Justify any nonexpendable equipment needed to conduct the project including dollar amounts requested for purchase or rent of this equipment.

(c) Project Schedule: Provide time lines or Gantt charts to demonstrate the duration and the sequence of project activities. Each objective may have multiple activities. Use varied hatching for different objectives. Use arrows to illustrate dependence. Chart against a quarterly scale, so that a schedule should depict no more than 16 quarters.

(d) Project Reporting Requirements: Describe plans to meet project reporting requirements (as described in Part VI, E.).

6. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. The References section, distinct from the Project Description, has no page limitation.

7. Appendices to Project Description

Appendices to Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.

8. Key Personnel

The following should be included, as applicable:

(a) Roles and responsibilities of each PD and/or collaborator;

(b) Attributes of the project team that especially suit it to accomplishing this project; and

(c) The vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of **all** publications in **refereed journals** during the past **four (4) years**, including those in press,

must be provided for each project member for whom a curriculum vitae is provided. Also list only those **non-refereed** technical publications that have **relevance** to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

9. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letters of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instruction in the application forms for completing Form CSREES-2004, Budget.

10. Conflict of Interest List (Form CSREES-2007)

A Conflict of Interest List, Form CSREES-2007, must be provided for each individual who has submitted a vita in response to item 8.(c) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) all co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

11. Budget Form (Form CSREES-2004)

(a) Budget Form (Form CSREES-2004)

Prepare the Budget, Form CSREES-2004, **in accordance with instructions provided with the application forms**. A budget form is required for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project (see Part IV, D. for applicable funding restrictions). Applicants also must include a budget narrative to justify their budget requests (see section b. below.)

(b) Budget Narrative

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget form. If consulting, collaborative arrangements, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Letters of intent or other evidence should be provided to show that collaborators have agreed to participate. For each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party, a proposed statement of work, vita, a budget and budget narrative must be supplied. In multi-state/territory applications, a budget and budget narrative must be included for each state/territory involved. The lead state/territory and each participating state/territory must be identified.

12. Current and Pending Support (Form CSREES-2005)

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response to item 8.(c) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. **Please note that the project being proposed should be included in the pending section of the form. Total project time listed for each PD should not exceed 100% for concurrent projects.**

13. Assurance Statement(s) (Form CSREES-2005)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

(a) Recombinant DNA or RNA Research

As stated in 7 CFR Part 301.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is

required before CSREES funds will be released. Please refer to the application forms for further instructions.

(b) Animal Care

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check “yes” in Block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

(c) Protection of Human Subjects

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the IRB has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions. **Even though YFSEC projects will likely qualify for exemptions through applicants’ IRBs, YFSEC applicants must check the “yes” box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008, indicating that their proposed projects will involve human subjects.**

14. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, NEPA Exclusions Form, must be included in the application indicating whether the applicant is of the opinion that the project falls within a

categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

15. Certifications

Note that by submitting an application the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by submitting an application your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

C. Submission Dates and Times

When to Submit (Deadline Date)

Applications must be received by COB on April 24, 2006 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

D. Funding Restrictions

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as amended, 7 U.S.C. 3319, indirect costs are not allowable costs under Section 3(d) projects, and no funds will be approved for this purpose. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

Unallowable costs include, but are not limited to, the following examples:

1. Entertainment Costs not permitted include banquets, award ceremonies, meals for persons not traveling on behalf of the project except when provided to maintain the continuity of a meeting, tickets to shows or sporting events, and alcoholic beverages.
2. Awards and Certificates of Achievement are disallowed by OMB Circular, A-21—Cost Principles for Educational Institutions.

3. Facility Costs not permitted include the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

4. Tuition Remission is prohibited by Section 1473 of NARETPA, as amended (7 U.S.C. 3319).

5. Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

E. Other Submission Requirements

1. What to Submit

An original and eight (8) copies (nine (9) total) of the application must be submitted. In addition, submit four (4) copies of the application's Project Summary. All copies of the application and the Project Summary must be submitted in one package.

2. Where to Submit

Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

Youth Farm Safety Education and Certification Program
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
Room 1420, Waterfront Centre
800 9th Street, SW
Washington, DC 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

Youth Farm Safety Education and Certification Program
c/o Proposal Services Unit
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture
STOP 2245
1400 Independence Avenue, SW
Washington, DC 20250-2245

If an applicant has not received an acknowledgment within 30 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the

proposal number assigned to the application. Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., coordinators of youth tractor and machinery education programs, standardized examination developers, and regulatory program promoters) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

The evaluation criteria and weights below will be used in reviewing applications submitted in response to this RFA:

1. Overall merit of the proposal (60%)

- (a) Project scope adequately addresses one of the three YFSEC Program objectives listed in Part I, B. **(10%)**;
- (b) Review of issues and past initiatives establishes both the need for and originality of the proposed project while the introduction contextualizes the project's role in achieving the YFSEC program's objectives (listed in Part I, B.) **(10%)**;
- (c) Work Plan objectives succinctly and sequentially summarize key milestones necessary to achieve project goal(s) **(5%)**;
- (d) Work Plan objectives seem clear, suitable, and feasible with respect to the following:
 - (1) Techniques, procedures, and methodologies **(10%)**;
 - (2) Expected results or outcomes **(10%)**; and
 - (3) Provisions for evaluating project efficacy **(10%)**.

(e) Project Director appears sufficiently familiar with IRB process(es) and adequately considered human subject safeguards **(5%)**.

2. Qualifications of project personnel, adequacy of facilities, and budget request (40%)

(a) Project personnel have distinctly defined roles **(5%)**;

(b) Project personnel demonstrate sufficient expertise to complete the project including familiarity with coordinating a local youth farm safety education program and as appropriate to application **(10%)**;

(c) Project Schedule systematically organizes tasks, illustrates successor task dependence, and allocates sufficient time for each task **(5%)**;

(d) Applicant institution (and any collaborators/subcontractors named) has or have as appropriate sufficient facilities for, and experience and competence in public awareness, grant management, examination preparation, and guide development **(5%)**;

(e) Budget forms (CSREES-2004) comply with directions (herein, as well as accompanying application forms); amounts are allocated and tallied correctly **(5%)**;

(f) Budget narrative provides adequate justification for budget categories used **(5%)**; and

(g) Budget is cost effectively and apportions funds appropriately given scope of project **(5%)**.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, VA 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one-time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

C. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

1. Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
2. Title of project;
3. Name(s) and institution(s) of PDs chosen to direct and control approved activities;
4. Identifying award number assigned by the Department;
5. Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;

6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority(ies) under which the award is issued;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);
10. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
11. Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

D. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA debt collection regulation.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

7 U.S.C. 343 et seq.—Smith-Lever Act controlling agricultural extension work appropriations.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute)—prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq.—Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

E. Expected Program Outputs and Reporting Requirements

At least one member of each project team must attend and participate in an annual, one-day coordination meeting attended by all active projects funded by the program, typically held in November in Washington, DC.

Grantees are required to submit annual and final reports via CSREES' Current Research Information System (CRIS) <http://cwf.uvm.edu/cris>. When access to the web is unavailable, please contact the CRIS Office at 202-690-0009 or e-mail cdeckers@cris.csrees.usda.gov. CRIS is an electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact Mr. Bradley Rein; National Program Leader for Youth Farm Safety Education and Certification Program; Plant and Animal Systems Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, SW; Washington, DC 20250-2220; Telephone: (202) 401-0151; Fax: (202) 401-5179; E-mail: brein@csrees.usda.gov or Ms. Karen Hunter; Program Specialist; Plant and Animal Systems Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, SW; Washington, DC 20250-2220; Telephone: (202) 401-6825; Fax: (202) 401-5179; E-mail: khunter@csrees.usda.gov.

PART VIII—OTHER INFORMATION

A. Access To Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

2. Changes in Project Plans

(a) The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

(d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

(e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will

involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

Agricultural production means growing crops, plants, mushrooms, vines, ornamental or fruit or commodity-yielding trees, and livestock, each of these for sale in whole or in part as an income source for the production setting's proprietors.

Authorized Departmental Officer (ADO) means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized Organizational Representative (AOR) means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Certification means the successful completion of the safety training and passing score on the examinations required by the Hazardous Occupations Order in Agriculture for youth to operate tractors and other farm machinery deemed hazardous.

Department or USDA means the United States Department of Agriculture.

Grant means the award by the Authorized Departmental Officer of funds to an eligible recipient for the purpose of conducting the identified project.

Grantee means the organization designated in the grant award document as the responsible legal entity to which a grant is awarded; synonymous with awardee.

Independent means without a conflict of interest as defined in Part III, B. or without bias and capable of fairness and impartiality.

Peer review means an evaluation of a proposed project for scientific or technical quality and relevance performed by experts with the scientific knowledge and technical skills to conduct the proposed work or to give expert advice on the merits of a proposal.

Prior approval means written approval evidencing prior consent by an Authorized Departmental Officer as defined above.

Project means the particular activity within the scope of the program supported by a grant award.

Project director or PD means the single individual designated in the grant application and approved by the Authorized Departmental Officer who is responsible for the direction and management of the project.

Project period means the total length of time, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.

Project year means the twelve-month period that begins on the anniversary of an award.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.

Youth means children or adolescents who have reached their 12th birthday but not their 20th birthday.

F. CSREES' Grants.gov Implementation Plans

Grants.gov is an internet web site for grant and other financial assistance information (e.g., allows grant seekers to find funding opportunities). It also serves to facilitate electronic transmission of information pertaining to grants and other financial assistance information (e.g., electronic application submission.)

In fiscal year (FY) 2006, CSREES will implement the SF-424 R&R (Research and Related) forms package (see 70 FR 9656, published in the Federal Register on February 28, 2005) along with CSREES Agency-specific forms and instructions to receive electronic applications for two programs through Grants.gov. *This RFA is not for either of those programs.* In addition, CSREES has selected a limited number of institutions to use Grants.gov for the submission of electronic applications for a variety of programs in FY 2006. CSREES expects to provide all applicants the option to electronically submit applications to all programs in FY 2007. For more information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, see the CSREES' web site, http://www.csrees.usda.gov/business/other_links/egov/egov.html, which will be updated as appropriate. It is suggested that this site be visited periodically for important updates.

Grants.gov is not available for the submission of applications in response to this RFA. See the section under Part IV titled, "Other Submission Requirements" for information about the format (i.e., hard copy or electronic) for the submission of proposals under this RFA.

G. DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to <http://www.grants.gov>. Please note that the registration may take up to 14 business days to complete.

H. Required Registration for Grants.gov

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit the "Get Started" section at <http://www.grants.gov>. Allow a minimum of 5 days to complete the CCR registration.